Documentation Required Checklist

The intent of this checklist is to assist our customers in understanding what documentation is required to undergo interoperability testing or to participate within a DICE event for training or support, why we ask for the documentation, and by when we need it. Please use the DICE Dates to Remember – our event timeline – in conjunction with this checklist to further identify and assist in meeting documentation deadlines. This checklist is provided as guidance, please verify with your JITC Action Officer for interoperability testing requirements. If you have any questions, please contact your JITC Action Officer and/or email the DICE team at dicefals@disa.mil or call us 520-538-2123 (DSN: 879).

☑ **DICE Participation Request Form**

The purpose of this form is to provide the DICE Team the basic information to initiate the planning process for a DICE Event. Please fill out this form and return to any DICE Team member before the end of the Planning Conference or email it to dicefals@disa.mil if you are not attending a conference.

☑ **Participating System Information (PSI)**

The purpose of this form is to gather detailed information required by the DICE team to request resources (satellite bandwidth, material support, personnel, etc.), initiate network planning and configuration, and schedule supporting laboratories. The entire PSI is reviewed during the System Readiness Review (SRR). The 1st draft initial PSI is due ~90 days out from the event. The final – completed – PSI is due at the conclusion of the SRR. The forms within the PSI are:

☑ Participating System Information
☑ System Points of Contact (POC)
☑ System Diagram Configuration
☑ SATCOM Terminal & Modem
☑ COMSEC
☑ Information Assurance (IA) Documentation and Pre-Test Requirements

☑ Voice Switching / Circuit System
☑ Data / IP System
☑ Video Teleconferencing System
☑ Radio Equipment & Frequency Request
☑ Promina
☑ System Equipment / Hardware / Software
☑ Logistical Requirements & Support

Please note, the PSI is a word document at this time. However, a website version will be available soon.

☑ **Detailed System Diagram**

The DICE team needs a detailed system diagram which depicts the network, circuits, and components of both the SUT and all required interfaces. We will use this diagram in an attempt to replicate the SUT CONOPS and integrate that with the current tactical and strategic Operational Area Network (OAN). The more detailed the diagram the better we will be able to replicate your requirements in a realistic manner. We ask for a system diagram within the PSI. In addition, a detailed test network diagram that depicts test objectives with the interfaces and configurations is due ~50 days out form the event start.

☑ DoD Information Assurance Certification and Accreditation Process (DIACAP)

All systems undergoing joint interoperability certification testing must have DIACAP documentation. The instances as to which is required and why, is stipulated under DoD Instruction 8510.01 Enclosure 5 titled, "DIACAP TRANSITION TIMELINE AND INSTRUCTIONS". The DIACAP process will result in an Authority to Operate (ATO), Interim Authority to Operate (IATO), Interim Authority to Test (IATT), or a denial of certification. An ATO, IATO, or IATT is required for participation in DICE. DIACAP documentation is due ~60 days out.

☑ Retina® and/or DISA Gold Disk Scans

Prior to connecting to any JITC or other DoD network, all SUTs must provide, through their JITC Action Officer, the results of both a system scan by the SUT Information Assurance Officer (IAO) or Network Security Officer (NSO) using Retina tool and DISA Gold Disk. The system scan results must be within 30 days of test start and must not show any unmitigated Category I or II vulnerabilities.

☑ JITC Memorandum of Information Assurance Compliance

This memorandum is required for any system or stand alone equipment that is required to comply with current information assurance guidance and is in a support role to the System Under Test (SUT). It is also required for systems participating in a DICE event for training purposes. This memorandum is an assurance by the owning unit or supported unit's Information Assurance Manager (IAM) that they system is fully compliant with current information assurance guidance. The memorandum is required prior to start of testing. This signed form is due no later than 15 days from the start of the event.

☑ Interim Certificate to Operate (ICTO)

An ICTO is granted by the Interoperability Certification Panel (ICP) which is a panel empowered by the Military Communications Electronic Board (MCEB) and chaired by the Joint Staff J6. Members consist of representatives from all Services, Combatant Commands (represented by Joint Forces Command), and several Agencies (National Security Agency, Defense Information System Agency, etc.) The purpose of the panel is to ensure that any system supporting the DoD is certified for joint interoperability operation. Systems requesting a joint interoperability certification or assessment must petition the ICP for authorization to utilize the Defense Information System Network (DISN) on an interim basis while working to obtain joint interoperability certification. More information, to include points of contact and procedures for obtaining an ICTO may be found at the following web site: http://jitc.fhu.disa.mil/itp/index.html. An ICTO is required for participating in DICE and is due ~30 days prior to the start of the event.

Other documentation required for the JITC Action Officer to conduct Interoperability testing

☑ Funding

JITC is a "fee for service" organization and must request (via JITC Form 1) contractor bids (Technical Evaluation Plans or TEP) to conduct the interoperability testing. We must provide the omnibus contractors sufficient time to cost out a plan and submit to the government (JITC). JITC must then evaluate the bids, make a selection, and award the task. The successful contractor will then appoint a Contractor Test Lead (CTL) who will work with the JITC Action Officer to conduct testing. The CTL must have enough time to become familiar with the SUT, develop a test plan, coordinate testing with the DICE team and other entities as required, and select/train data collectors. The more time given to a CTL to prepare for testing directly translates into how successful the testing is.

☑ Certification Requirements Documentation

This is the document or documents which describe the SUT "what it is, what it does, how it does it, and to what standards and criteria". The documentation is required by Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 6212.01E (Interoperability and Supportability of Information Technology and National Security Systems) and can be in the form of a Capabilities Production Document (CPD), Capabilities Development Document (CDD), Information Support Plan (ISP), or Tailored Information Support Plan (TISP). This documentation must be submitted through the Joint C4I Program Assessment Tool – Empowered (JCPAT-E) via SIPRNET to the Joint Staff POC by the military sponsor. In the event the documentation is not "Joint Staff validated" by the time the DICE event begins, the SUT will only receive an assessment vice a possible certification. This documentation is also required for test plan development.

☑ Interoperability Test Plan

The test plan is derived from the requirements document. The test plan can either be developed by JITC or the participant. If the test plan is developed by the participant, JITC must validate the plan and ensure that all the Joint Staff validated requirements will be addressed and tested in the plan.